

# Complying Development Application

Lodge Applications at Ballina Shire Council • 40 Cherry Street • Ballina (Mon-Fri 8.15am to 4.30pm)  
mail PO Box 450 Ballina 2478 • f 02 6681 1375 • e council@ballina.nsw.gov.au  
t 02 6686 1415 • w www.ballina.nsw.gov.au



Payment is required upon lodgement of application for processing.

## Development Details

### NSW SEPP Exempt & Complying Development Codes 2008 Part 3 - General Housing Code

- Single & two storey dwellings, additions, ancillary developments, detached studios adjoining lanes, swimming pools, outbuildings in heritage conservation areas

### NSW SEPP Exempt & Complying Development Codes 2008 Part 3A - Rural Housing Code

- Single & two storey dwellings, additions, ancillary developments, detached studios adjoining lanes, swimming pools and outbuildings in heritage conservation areas

### NSW SEPP Exempt & Complying Development Codes 2008 Part 4 - Housing Alterations Code

- Internal & external alterations, attic conversions

### NSW SEPP Exempt & Complying Development Codes 2008 Part 4A - General Development Code

- Bed and breakfast accommodation

### NSW SEPP Exempt & Complying Development Codes 2008 Part 5 - Commercial & Industrial Alterations Code

- Internal alterations, change of use, mechanical ventilation systems, shopfront and minor external alterations, skylights and roof windows

### NSW SEPP Exempt & Complying Development Codes 2008 Part 5A - Commercial and Industrial Code (New buildings and additions)

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### NSW SEPP Exempt & Complying Development Codes 2008 Part 6 - Subdivisions Code

- Strata subdivision

### NSW SEPP Exempt & Complying Development Codes 2008 Part 7 - Demolition Code

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### NSW SEPP Exempt & Complying Development Codes 2008 Part 8 - Fire Safety Code

- Alterations to sprinkler and other fire safety systems and fire alarm communication links

- NSW SEPP Infrastructure 2007

- NSW SEPP Affordable Rental Housing 2009

- NSW SEPP Temporary Structures 2007

Complying Development is small-scale, low impact development that can be approved either by Council or a privately accredited certifier. Developments that are considered to be Complying Development need to meet the criteria contained in SEPP Exempt & Complying Development Codes 2008. In order to have this type of development 'approved', a Complying Development Certificate must be obtained. Once a Complying Development Certificate has been issued you may commence construction.

To complete the form, please place a cross in the boxes and fill out the relevant sections.

**Failure to complete the application form correctly or provide all necessary information will result in delays in processing.**

Does the work involve any disturbance, repairing or removal of asbestos (friable or bonded)?  Yes  No

If Yes, provide estimated area m<sup>2</sup>

#### Office Use Only

Date Received:	Complying Development Certificate Application Fee:		
Complying Development Application No:		Receipt No:	
Parcel No:	Officer Signature:		

## 1. Application Details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Mr    Mrs    Ms    Dr    Other

First Name  Surname

Company  ABN

Postal Address

Phone (w)  (h)  mobile

Email address  Fax

**All owner(s) of the land being development must sign the application.**

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown Land, an authorised officer of the Department of Lands must sign the application.

Where the owner of the land is a registered company, all directors must sign the application (preferable under company seal).

As the owner(s) of the above property, I/we consent to this application:

Owner's Signature	Date	Owner's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name <input type="text"/>		Name <input type="text"/>	

**The applicant, or the applicant's agent must sign the application.**

Applicant's Signature	Date	Name and capacity you are signing if you are the applicant's agent
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Identify the land you propose to develop

We need this to correctly identify the land. Details can be found on your rate notices for the property.

Unit/Street No.  Street Name

Suburb  Postcode

Lot  Section  DP or SP

## 3. Description of development

- |  |   |
|--|---|
| <input type="checkbox"/> New single storey dwelling  | <input type="checkbox"/> Retaining wall   |
| <input type="checkbox"/> New two storey dwelling   | <input type="checkbox"/> Demolition or removal of a dwelling house or ancillary development |
| <input type="checkbox"/> Alterations or additions to an existing single or two storey dwelling | <input type="checkbox"/> School additions   |
| <input type="checkbox"/> New secondary dwelling (granny flat)                                  | <input type="checkbox"/> Strata subdivision   |
| <input type="checkbox"/> New dwelling and secondary dwelling (granny flat)                     | <input type="checkbox"/> Commercial / industrial internal alterations or change of use      |
| <input type="checkbox"/> Swimming pool   | <input type="checkbox"/> New commercial / industrial building                               |
| <input type="checkbox"/> Bed & breakfast   | <input type="checkbox"/> Alteration to a fire sprinkler or other fire safety system         |
| <input type="checkbox"/> Fence   |   |
| <input type="checkbox"/> Other (description): <input type="text"/>                             |   |

#### 4. Estimated value of work

The value of the development or contract price is subject to a check by Council before final acceptance and is to include the value of all labour and materials.

Value of work: \$

#### 5. Approval under S.68 Local Government Act 1993 and S.138 of Roads Act 1993

Does this application also seek approval for one or more of the matters listed in Section 68 of the Local Government Act 1993 or Section 138 of Roads Act 1993?

Yes  No

If Yes, please check the appropriate box below:

- Carry out water supply work
- Draw water from a Council water supply or a standpipe or selling water so drawn
- Install, alter, disconnect or remove a meter connected to a service pipe
- Carry out sewerage work
- Carry out stormwater drainage work
- Connect private property to Council sewerage system
- Discharge of trade waste to sewer
- Install or alter an Onsite Wastewater Management System (OSSMS)  
**Note:** Separate Section 68 Application required for OSSM systems
- Approval to carry out work under Section 138 of the Roads Act 1993

#### 6. Appointment of Principal Certifying Authority (PCA)

Council is a certifying authority authorised to issue Complying Development and Part 4A Certificates under the Environmental Planning and Assessment Act (EPA Act).

The completion of this application appoints Council as the Principal Certifying Authority under the relevant provisions of the EPA Act.

Approximate date work is to commence

#### 7. Details of the builder / owner builder

Name	<input type="text"/>		
Company / organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>		
Phone (w)	<input type="text"/>	Phone (h)	<input type="text"/>
		mobile	<input type="text"/>
Email address	<input type="text"/>		
Licence No./Permit	<input type="text"/>		

## 8. Schedule to application for a Complying Development Certificate

Please complete this schedule. The information will be sent to the Australian Bureau of Statistics.

### All new buildings

Number of storeys (including underground floors)	<input type="text"/>
Gross floor area of new building (m <sup>2</sup> )	<input type="text"/>
Gross site area (m <sup>2</sup> )	<input type="text"/>

### Residential buildings only

Number of dwellings to be constructed	<input type="text"/>
Number of pre-existing dwellings on site	<input type="text"/>
Number of dwellings to be demolished	<input type="text"/>

Will the new dwelling(s) be attached to other new buildings?  Yes  No

Will the new building(s) be attached to existing buildings?  Yes  No

Does the site contain a dual occupancy?  
(NB dual occupancy = two attached dwellings on the same site)  Yes  No

### Materials - residential buildings

Please indicate the material(s) to be used in the construction of the new building(s):

Walls	Roof	Floor	Frame	Pool
<input type="checkbox"/> Brick (double)	<input type="checkbox"/> Tiles	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Concrete
<input type="checkbox"/> Brick (veneer)	<input type="checkbox"/> Concrete or slate	<input type="checkbox"/> Timber	<input type="checkbox"/> Steel	<input type="checkbox"/> Fibreglass
<input type="checkbox"/> Concrete or stone	<input type="checkbox"/> Fibre Cement	<input type="checkbox"/> Other	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Above ground
<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Steel	<input type="checkbox"/> Not specified	<input type="checkbox"/> Other	
<input type="checkbox"/> Timber	<input type="checkbox"/> Aluminium		<input type="checkbox"/> Not specified	
<input type="checkbox"/> Curtain glass	<input type="checkbox"/> Other			
<input type="checkbox"/> Steel	<input type="checkbox"/> Not specified			
<input type="checkbox"/> Aluminium				
<input type="checkbox"/> Other				
<input type="checkbox"/> Not specified				

### Privacy Protection Notice

The completed application form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Development and Environmental Health Group and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Environmental Planning & Assessment Act. The information will be stored in Councils electronic document management system.

### Council Assessment Inspections

The Environmental Planning & Assessment Act and the Local Government Act contain provisions that authorise Council Staff to enter land and carry out inspections, investigations and assessment in relation to submitted development applications. Consequently, you are advised that Council assessment personnel will undertake a number of inspections for the purposes of assessing this Complying Development application.

Required	Supplied Yes No	
<p><input type="checkbox"/> <b>PLANS (minimum 2 copies)</b></p> <p>A minimum of 2 sets of plans are required. If plans are larger than A3, <b>at least 1 copy of A3 size is required</b> for electronic scanning purposes. Plans must be drawn in ink to scale (1:100; 1:200 site plans) with dimensions in metric and include site plans, floor plans, elevations and sections. The submitted plans are to be of suitable quality for processing purposes. Freehand illegible sketches will not be accepted.</p> <p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> <li>▪ Applicants name, block/house/shop/flat number, street/road name, town or locality</li> <li>▪ Lot number, Section number, DP number (found on rate notice or land title)</li> <li>▪ Measurements in metric</li> <li>▪ The position of true north</li> <li>▪ Additions/alterations (coloured)</li> <li>▪ Building, or parts of building to be demolished to be indicated in outline</li> <li>▪ Draftsman/Architect name and date</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>SITE PLAN (2 copies)</b></p> <p><b>A site plan</b> is a birds-eye view of the existing and proposed development on the site and its position in relation to boundaries and neighbouring developments.</p> <p>A site plan should include:</p> <ul style="list-style-type: none"> <li>▪ Length of all boundaries of the lot and area of the lot in m2</li> <li>▪ Contour levels and spot levels</li> <li>▪ Easements and rights of way</li> <li>▪ Stormwater and sewer drainage locations</li> <li>▪ Distance from external walls of proposed building to all boundaries and existing buildings</li> <li>▪ Width of the lot measured at the building line (the outermost wall of the building)</li> <li>▪ Gross floor area of all proposed and existing buildings on the lot</li> <li>▪ Location of vehicle access and car parking</li> <li>▪ Location of any existing and proposed fences and landscaping features</li> <li>▪ For privacy reasons the site plan is NOT to include internal floor plans</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>FLOOR PLAN (2 copies)</b></p> <p><b>A floor plan is</b> a birds-eye view of your existing and/or proposed layout of rooms within the development.</p> <p>Floor plans should include:</p> <ul style="list-style-type: none"> <li>▪ Room names and dimensions</li> <li>▪ Window and door locations and sizes</li> <li>▪ Location of plumbing fixtures (where possible)</li> <li>▪ Wall structure type and thickness.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>ELEVATION PLAN (2 copies)</b></p> <p><b>Elevations plans are</b> a side on view of your proposal. Elevations of all four sides (north, south, east and west facing) of your development need to be included in your application.</p> <p>Elevation plans should include:</p> <ul style="list-style-type: none"> <li>▪ Outline of existing building/development on site (shown dotted)</li> <li>▪ Height of the building from the roof level to the existing ground level measured at the external wall</li> <li>▪ Exterior cladding type, roof pitch and roofing material and colour</li> <li>▪ Window sizes and location</li> <li>▪ Chimneys, flue exhaust vents, duct inlet or outlet</li> <li>▪ The levels of each floor level in relation to the existing and proposed ground levels (preferably to Australian Height Datum (AHD)).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> <b>SECTION PLAN (2 copies)</b></p> <p>A Section(s) is a diagram showing a cut through the development at the most typical point.</p> <p>Sections should include:</p> <ul style="list-style-type: none"> <li>▪ Section names and where they are shown on plan (ie. A/A B/B etc)</li> <li>▪ Room names, ceiling heights, window heights, internal finishes</li> <li>▪ For alterations and additions where engineering is not provided, details of the footing depth, width and reinforcement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Required		Supplied Yes No	
<input type="checkbox"/>	<p><b>SPECIFICATIONS (2 copies)</b>  <b>A specification</b> is a written statement of the construction details. For small projects the specification may be included on the plans as notations.</p> <p>Specifications should include as a minimum:</p> <ul style="list-style-type: none"> <li>▪ Demonstrate how the application complies with the relevant Complying Development Criteria contained within the applicable State Environmental Planning Policy</li> <li>▪ Details of any specific BCA requirements or Australian Standards that are applicable to the development</li> <li>▪ Where the building is subject to BASIX, a list of all the BASIX commitments as shown in the associated BASIX Certificate</li> <li>▪ Whether the materials will be new or second-hand, and if second-hand materials are to be used, particulars</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT'S LODGEMENT CHECKLIST The following items must be submitted to Council upon application		Supplied Yes No	
<input type="checkbox"/>	Completed <b>Complying Development Application form</b> signed by all of the owners of the land and the applicant	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Two copies of plans and specifications as detailed above	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BASIX Certificate (for works of \$50,000 or more and/or pools of 40,000 litres or more)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bushfire Attack Level (BAL Certificate) if the development is on bushfire prone land	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Flood Risk Certification if the development is on flood prone land	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	S68 Application (if any plumbing or drainage works is proposed)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Engineering details for footings, slabs, bracing, tie-down, pools etc.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Contractor or owner builder details for work over \$5,000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Home Owner Warranty Insurance for contractor work over \$20,000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Payment of Long Service Levy (LSL) for works of \$25,000 or greater	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Payment of fees as per Council's adopted fees and charges	<input type="checkbox"/>	<input type="checkbox"/>

### Confirmation of submission of all required documentation

Electronic version of documents is identical to hardcopies provided  Yes  No

Signature of Architect/person preparing plans  
(confirming submission of all required documents)

**Submit Form**

**OFFICE USE** Customer service officer accepting application